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ANNEX D

DCI DIRECTIVE ON THE

COMMUNITY INFORMATION HANDLING SYSTEM

(CIHS)

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. ...

COMMUNITY INFORMATION HANDLING SYSTEM

(Effective .....)

Pursuant to Section 102 of the National Security Act of 1947, Executive Order 12036, and National Security Council Intelligence Directives, definitions, policy, authorities and responsibilities are promulgated hereby in connection with the planning, programming, budgeting and use for information handling purposes of resources included in the budget of the National Foreign Intelligence Program.

1. Definitions

a. The Members of the Intelligence Community are named in Executive Order 12036.

b. The National Foreign Intelligence Program (NFIP) is prepared annually, and after a Community-wide review process a recommended budget is approved by the DCI and transmitted to the Office of Management and Budget (OMB). The NFIP contains all of the intelligence resources (dollars and manpower) constituting the various subprograms (GDIP, CCP, CIAP, etc.) of the U.S. Intelligence Community.

c. Information Handling, for the purposes of this directive, means performing manual and automated tasks on data and information relating to any aspect of the conduct and management of intelligence work. Information handling may occur in connection with the collection, processing, production, dissemination, communication, presentation and use of all forms of intelligence materials and outputs. Information handling involves activities to transform, manipulate,

index, code, categorize, store, select, retrieve, associate or display intelligence materials as an aid to intelligence analysis, operations, or management. Information handling may involve the use of printing, photographic, computer or communications equipment, systems or networks. It includes software programs to operate computers and to process data. It includes information contained in reports, files, data bases, reference services and libraries.

d. Information Handling Resources are the dollars and manpower included in the NFIP that involve information handling.

e. Information Handling Personnel are those persons or positions officially designated as attributable to information handling activities.

f. Information Handling Purposes include activities which involve any aspect of research, planning, design, development, test, implementation, procurement, operation, repair, maintenance, replacement, management, control, evaluation, programming or budgeting in connection with the actual or planned use of information handling resources.

g. The Community Information Handling System (CIHS) is the total of all of the assets, personnel and resources now existing or included in the NFIP as future capabilities and that involve information handling.

## 2. Policy

The policies hereby established are:

a. The accumulation of intelligence information by the U.S. Government is a resource of the nation and not a resource of any department of agency.

b. Intelligence information is susceptible to being managed, measured and controlled as a resource, in order to promote its most effective use in the service of customers who require intelligence products for the formulation of national policy and the conduct of governmental operations.

c. The information handling goal in each organization in the Intelligence Community is to improve access to and use of the information resources it possesses through the cost/effective application of manpower and machines.

d. While automated systems with specialized capabilities are required to fulfill many unique intelligence tasks, a consideration in the design of all future information handling systems should be their impact on other tasks and organizations and their potential for service to the Community as well as to the sponsoring organization.

e. The members of the Intelligence Community will collaborate to plan, develop, implement, operate and manage all of the facilities, assets and capabilities for information handling (including telecommunications) the resources for which are included in the budget of the NFIP.

f. The members of the Intelligence Community will collaborate in the planning, budgeting and management of all of the facilities, assets and capabilities for information handling and telecommunications the resources for which are included in the National Foreign Intelligence Budget under the control and direction of the DCI.

g. Planning for a Community Information Handling Systems will be accomplished centrally, as will the task of monitoring and providing guidance during the implementation of approved plans and the conduct of on-going operations. The detailed implementation and the continuing operation of individual information handling systems will be decentralized, and will be accomplished by delegations of authority, responsibility and accountability, including resources, to designated organizations by the DCI, with the advice of the National Foreign Intelligence Board.

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3. Implementation

The foregoing policies will be implemented by means of the following major steps, the charter and authority for which is provided by this directive.

a. A Community Information Systems Office (CISO) is hereby established within the DCI Directorate for Resource Management. This Office will be manned by permanent assignment of DCI Staff and by personnel from the member organizations of the Community.

b. The mission of this Office is as follows:

Task: To accomplish, in collaboration with Community members, fully coordinated planning, operation and management of a Community Information Handling System, the resources for which are within the National Foreign Intelligence Plan and the National Foreign Intelligence Budget.

Purpose: To create a coordinated and complementary family of information handling assets that will support the accomplishment of the mission of the Intelligence Community in a timely, reliable and cost/effective manner.

c. The functions of this Office are as follows:

(1) To establish a planning process; to prepare and maintain a master plan for the Community Information Handling System; and to guide and monitor the implementation of this plan and the continuing operations thereunder.

(2) To design and establish a comprehensive management information system for the information handling assets in the National Foreign Intelligence Program and National Foreign Intelligence Budget. This system will be maintained

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in order to provide an authoritative data base of factual and evaluative information to assist in the Community's planning, analysis and management of these resources.

(3) To perform analyses and functional reviews of information systems, assets, capabilities and processes serving the Intelligence Community, in order to respond to managerial inquiries and external requests and to provide timely evaluations for Community-collaborative planning.

(4) To develop and be responsible for the adoption and application within the Community Information Handling System of standards as may be necessary in order to improve the capabilities of those assets to function in an interrelated manner with due regard for cost and effectiveness.

(5) To support the DCI in carrying out program and budget managerial functions and responsibilities as required by Executive Order 12036, insofar as these functions and responsibilities relate to Community Information Handling System.

(6) To provide the Executive Secretariat and administrative support for the DCI Intelligence Information Handling Committee (IHC).

d. In its support of the DCI in the exercise of resources-related responsibilities prescribed in Executive Order 12036, the Community Information Systems Office will give appropriate attention to the following matters and carry out the following responsibilities relating to the Community Information Handling System:

(1) Refer to the National Foreign Intelligence Board, through the Office of the DCI such matters as will assist in providing policy guidance in the planning of the overall

configuration of the Community Information Handling System and in the design and implementation of a management information system descriptive of these assets and resources.

(2) Refer to the National Foreign Intelligence Board through the Office of the DCI, those specific mutual commitments and obligations with respect to authority, responsibility and accountability which may be required to be officially entered into among individual members of the Intelligence Community in order to implement an interdependent, interrelated Community Information Handling System that is centrally planned but decentralized in its operation. Such obligations, for example, will relate to the manner in which the Intelligence Community, through its members, will implement and maintain and share the orderly and mutually-supporting set of automated and non-automated data bases and technical capabilities that make up the Community Information Handling System. The assignment by the DCI of these obligations and their acceptance necessarily includes the assured commitment of the required resources, subject to Congressional appropriation.

(3) The Community Information Systems Office will apply principles and procedures for zero-based budgeting in its analysis and review of these resources.

(4) The Community Information Systems Office will institute standards for its review of proposals involving information handling resources to the effect that information on related systems or proposals will be given full visibility. An adequate description and analysis of the value and contribution of the proposed system, as well as its impact on the handling and flow of information to other intelligence activities will be provided. The advice of the National Foreign

Intelligence Board will be secured in the institution of these standards in order to assure that the senior levels of Community management may be fully advised of the total resource and operational implications of the proposals presented for adoption as part of the National Foreign Intelligence Program.

4. Coordination

The Director of the Community Information Systems Office will serve as the Chairman of the DCI Intelligence Information Handling Committee, which committee shall continue in existence. Following promulgation of this directive, the IHC shall meet at regular and stated intervals and on call of the Chairman for the purpose of providing a focal point for the interaction of and collaboration among the members of the Intelligence Community and to provide a continuing source of advice to the Community Information Systems Office in carrying out its functions and responsibilities. The Director of the Community Information Systems Office will keep the membership of the IHC informed of all planned initiatives of the Community Information Systems Office and of their implementation.